

## OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, DUMKA

Contact No. 06434796299 Email: [dlsadumka@gmail.com](mailto:dlsadumka@gmail.com)**NOTICE FOR INVITING QUOTATION**

Sealed quotation are invited from the reputed and authorised Vendors to quote their lowest possible rates for the supply of the under mentioned stationary articles/materials, subject to the following terms and conditions. The quotations must be submitted to the office of DLSA, Dumka.

Last date and time for submission of quotation is 16.01.2024 latest by 12:00 P.M.

**Stationary Details**

Sl. No	Description of Stationary materials	Qty.	Rate	Amount
1	A4 size Xerox Paper	80 packet		
2	Legal size Xerox paper	20 packet		
3	Stapler No. 10	03 pcs		
4	Stapler Pin (No.10)	06 packet		
5	Stamp Pad (Blue)	02 pcs		
6	Highlighter	05 pcs		
7	Cello ( Sticking )Tape & Double Tape ( different sizes)	10 pcs		
8	Tag	12 bunch		
9	Whitener	06 pcs		
10	Paper Flag	03 pcs		
11	Fort Pen ( Black)	03 packet		
12	Fort Pen ( Red)	03 packet		
13	Headed Paper Pin	20 pcs		
14	Thread Ball	10 pcs		
15	Fevicol ( medium size)	03 pcs		
16	Fevistick	06 pcs		
17	Paper Clip	10 pcs		

**Terms & Conditions of the quotations:-**

1. The quotation should be made by the vendors in their original letter head/pad clearly indicating aforesaid materials/articles in detail.
2. Price quoted should be included with GST.
3. The price should be in comparison with the price quoted in GeM Portal against the same article/material, if any.
4. Once order shall be placed, materials./articles must be delivered within 07 days of the order; failing to do so the order shall be deemed cancelled.

9/1/24  
Secretary (I/c)  
DLSA, Dumka